

**City of Fairfax
Parks & Recreation Department**

City Hall Room 123
10455 Armstrong Street
Fairfax, VA 22030
Hours: 8:30 am to 5 pm weekdays
Phone: 703.385.7858
Fax: 703.246.6321

OFFICIAL USE ONLY	
Date Received	_____
Approved	_____
Approved with Revisions	

Not Approved	_____
Date	_____
By	_____
Title	_____

APPLICATION FOR USE OF ATHLETIC FIELD/S

Athletic Field Requested	Field #	Days of Week	Dates	Time

Organization

Representative

E-MAIL:

Address

Telephone

Type of Activity

Number of Participants

Number of participants that are City of Fairfax Residents?

Fairfax County Residents:

Are the majority of your participants under the age of 7?

Number of participants using facility per day

Number of games or practices per time requested

Describe contributions your organization has made in the previous year to the maintenance and/or improvement of City athletic fields, parks and facilities. Please attach description, location and monetary value of contributions.

Special Requests

The undersigned certifies that he/she is familiar with the regulations governing the use of athletic fields and park facilities (see reverse side). The undersigned shall be held financially responsible for any and all damages to the City of Fairfax property caused by the user and for the prompt and proper settlement of claims for such damage. The undersigned hereby releases and hold the City of Fairfax, its officers, servants, agents and employees harmless from any and all liabilities or claims arising out of or relating to the undersigned’s maintenance or use of City athletic fields and park facilities

(Signature)

(Title)

(Date)

The following rules and regulations shall govern fields and facility usage:

- A. Permits are not transferable. All users shall ensure that no unauthorized third party shall be granted permission to use the field or facility, or any portion thereof, without the Parks & Recreation Department Director's approval.
- B. Postponement or cancellation or discontinuation of use of any athletic fields or outdoor facilities by the applicant must be report to the Parks & Recreation Department office at least twenty-four (24) hours in advance unless action was due to inclement weather. In the case of gymnasium, cancellation or discontinuation of use by the applicant must be reported to the Parks & Recreation Department at least 4 days in advance or else the applicant will be liable for any custodial and supervisory costs incurred by the Parks & Recreation Department.
- C. Use of fields of facility is restricted to the area to which the organization or group has been assigned. No field or facility shall be used for any purpose other than designated.
- D. Fields and facilities are not to be used when conditions are such that said use is likely to cause injury to participants or result in damage to the playing surface. Whenever possible, this determination will be made by the Parks & Recreation Department and users will be notified in advance.
- E. Any individual or group found guilty of destroying or defacing school or park property or other public property may be excluded from further use of the field or facility and shall be held responsible for such damage. User shall ensure reimbursement for the cost of damages occurring during use.
- F. All managers, coaches, or persons in charge of a group using the fields or facilities will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents.
- G. Any warming-up or practice for a game must be done in an area and manner that is not dangerous to spectators or individuals using other facilities, or injurious to other fields or facilities on the assigned grounds.
- H. Generally, when using outdoor school fields, rest rooms are not available unless special arrangements are made via the school principal, in which case the Fairfax County School Board Building Use Policy would apply.
- I. In no case shall anyone enter the facility or grounds by force, or other than through the designated gates and lights will not be turned on without proper authority from the Parks & Recreation Department.
- J. All groups are responsible for policing the area used and the placing of litter in receptacles provided.
- K. The possession and/or consumption of alcoholic beverages of illegal drugs in parks or athletic facilities is prohibited. Any form of gambling is prohibited.
- L. Parks and facility visitors/users participating in disorderly conduct o the deliberate damage of property are subject to arrest.
- M. No person shall resist or refuse to obey any lawful instruction of an authorized City employee in discharging his/her duty.
- N. Persons shall comply with all lawfully posted signs.
- O. All animals shall be on a leash and within the control of the owner.
- P. Refreshment stands and concessions will be operated only with the approval of the Parks & Recreation Department Director.
- Q. No automobiles, trucks, tractors, wagons, or other motor vehicles shall be operated or parked other than in the designated parking lots.
- R. Changing of clothing in automobiles or on any part of school or park grounds is prohibited.
- S. There will be no construction, modification, physical changes to any field or facility unless specific written permission is received from the School Board and/or Parks & Recreation Department Director.
- T. User shall ensure that prior approval is received from the Parks & Recreation Department Director before signs, banners and pennants are erected and that they do not deface public property.
- U. User shall provide adequate chaperons for children and youth activities (in no event less than one adult per twenty-five (25) children or youths).
- V. User shall agree to hold harmless and indemnify the City of Fairfax School Board, the City of Fairfax, the City of Fairfax Council and all of their officials, officers, employees or agents, with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board/park property or other public property. (An insurance policy for such coverage is recommended and may be required by the Parks & Recreation Department Director.)
- W. User shall observe allocated times.
- X. User shall obtain permission from the property owner before retrieving any balls or equipment from private property.